

MINUTES
PERSONNEL COMMITTEE
April 26, 2019
VERONA CITY HALL

1. The meeting was called to order by Sarah Gaskell at 7:32 a.m.
2. Roll Call: Sarah Gaskell and Charlotte Jerney were present. Also present: Interim City Administrator Adam Sayre, Human Resources Coordinator Mitch Weckerly, and City Clerk Ellen Clark. Heather Reekie was absent and excused.
3. Approval of minutes from the April 19, 2019 Personnel Committee meeting. Motion by Jerney, seconded by Gaskell to approve the minutes of the April 19, 2019 Personnel Committee meeting. Motion carried 2-0.
4. Discussion and Possible Action Re: Position description and recruitment of Senior Center Director position

Weckerly explained proposed changes to the current Senior Center Director position description. In the Essential Job Functions section, the job duties were revised to emphasize overall supervision and leadership capabilities to highlight that we need a strong leader in this role. Also, numbers 19, 20 and 21 were moved from the Required Knowledge, Skills and Abilities section to the Essential Job Functions section. Several additional items emphasizing leadership, communication, and directing work were added to the Required Knowledge, Skills and Abilities section. In the Education and Experience section, the list of desirable education was expanded to include public administration and business administration. Equal opportunity language was also added.

Jerney would like to see a bachelor's degree required, versus desired.

Sayre stated this position is more about leadership and managing the entire center. It would be good for someone who is interested in working with the senior population, but not being part of daily activities.

Gaskell stated we want this person out and about in the building, not in an office all day.

Weckerly will add collaboration with clients to the duties section.

Jerney likes the wording in the General Statement of Position regarding ensuring that the community is provided comprehensive and progressive senior services, and in Essential Job Functions, #12, regarding acting as a resource person for the City on issues of concern to older adults. Those are important to bring up, and help the Board tune into specific concerns.

Sayre stated that Staff recommends posting this position as soon as possible, without waiting for Council approval.

Weckerly reported the salary range is \$58,137.09 – \$72,228.01

Gaskell stated we do not want to go above the salary range.

Motion by Gaskell, seconded by Jerney to approve the job description for the Senior Center Director position. Motion carried 2-0.

5. Discussion and Possible Action Re: Position description for City Administrator position

Weckerly explained that with a Human Resources Coordinator in place, the Administrator will no longer serve as the personnel officer for the City. The Knowledge, Skills and Abilities section was expanded to include more specific items but day to day functions did not change drastically. In the Education and Experience section, the list of acceptable education was expanded to include degrees in finance, human resources, or related field. Equal opportunity language was also added.

Motion by Gaskell, seconded by Jerney, to approve the job description for the City Administrator position. Motion carried 2-0.

6. Discussion and Possible Action Re: Background check process

Weckerly informed the committee that the City may be making a policy revision to the background check process, which would require an update to the Personnel Policy. The current policy talks about department heads and the Police Department performing background checks for new employees. With him having such a big part in the hiring process in his role as Human Resources Coordinator, it may be more efficient for him to do the records checks and inquiries. Criminal background checks would still be done by the Police Department. Performing background checks in this way also helps centralize and track the information we found for each applicant. More discussion with the Police Department will take place before any changes are made.

Sayre explained that nothing has triggered this. It is just a clean-up of the policy to allow for better hiring practices.

5. Motion by Jerney, seconded by Gaskell, to adjourn at 7:53 a.m. Motion carried 2-0.

Ellen Clark, City Clerk